



**Civil Service
Retirement System**

Documentation in Support of Disability Retirement Application

*Includes Information, Instructions,
and Most Necessary Forms*

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This package contains information concerning your rights and responsibilities with regard to receiving disability retirement benefits under the Civil Service Retirement System. You should read **ALL** sections carefully. You should pay particular attention to the information on pages 3 and 4 about events which could cause your annuity to stop even after your retirement. The information provided is based on current law and regulation, which are subject to change. The information and forms are current as of January 1991. If you are covered by the Federal Employees Retirement System, you must use Standard Form 3105 to apply for disability retirement.

Introduction

You should consider applying for disability retirement only after you have provided your employing agency with complete documentation of your medical condition and your agency has exhausted all reasonable attempts to retain you in a productive capacity, through accommodation, reassignment, etc. ("Accommodation" means an adjustment made to a job and/or work environment that enables a handicapped person to perform the duties of that position.) If you are separated from your agency, see "Special Instructions for Employees Who Have Been Separated from Federal Service for More Than 31 Days" on this page for information regarding timeliness of applications and where to file an application.

If you are applying for disability retirement, you should already have received SF 2801, Application for Immediate Retirement, reviewed it carefully, and completed the application form and any other retirement form that applies to you.

The purpose of this package is to furnish you and your agency with information and forms needed to document your disability and the measures (such as accommodation, reassignment, etc.) which have been taken prior to applying for disability retirement. If you need more information, contact the personnel office at your employing agency.

The forms in this package, combined with documentation which may already be on file concerning the other measures referred to above, will be adequate in many cases to provide enough information for the Office of Personnel Management (OPM) to make a disability determination. However, you are urged to review the eligibility information explained below and in SF 2801 and to submit any additional documentation which you believe will help to substantiate your claim.

This package contains the following forms:

Standard Form 2824A - Applicant's Statement of Disability
Standard Form 2824B - Supervisor's Statement
Standard Form 2824C - Physician's Statement
Standard Form 2824D - Agency Certification of Reassignment and Accommodation Efforts
Standard Form 2824E - Disability Retirement Application Checklist

These forms should be completed as instructed below and on the forms themselves and should be returned to our employing agency with your completed SF 2801, Application for Immediate Retirement, or returned directly to OPM if you have been separated from Federal service for more than 31 days (see below).

It is your responsibility, as the applicant, to obtain and submit documentation which is sufficient for OPM to determine whether there is a service deficiency, caused by disease or injury, or sufficient degree to preclude useful and efficient service, or a medical condition which warrants restriction from critical tasks or duties of your job.

Special Instructions for Employees Who Have Been Separated from Federal Service for More Than 31 Days

Your application for disability retirement must be received by OPM within one year after the date of your separation (see item 5 under "Eligibility"). If you have been separated from Federal service for more than 31 days, your former employing agency may no longer have your personnel records and may not be able to recover them in time to process your disability retirement application and submit it to OPM within the one year time limit. **Therefore, you should submit your application directly to OPM rather than to your agency. The address is the Office of Personnel Management Civil Service Retirement System, Employee Service and Records Center, Boyers, Pennsylvania 16017.** Ask your former supervisor and employing agency to complete SF 2824B, SF 2824D and SF 2824E and provide them to you to send directly to OPM. If you think you will not have the completed package in time, send OPM the completed SF 2801, SF 2824A, and the medical documentation described in SF 2824C, along with the name, address and telephone number of the person(s) you have asked to provide you with the remaining forms.

Note: The one year time limit for applying for disability retirement is established by law and waiver of that time limit is permitted **ONLY** if the separated employee (or guardian or other interested party) can show that he or she was mentally incompetent to file within the established time frame. Failure to follow instructions or unfamiliarity with applicable law and regulation does not excuse untimeliness.

Eligibility

You must meet all of the following conditions to be eligible for disability retirement:

1. You must be serving in a position subject to the Civil Service Retirement System (CSRS).
2. You must have completed at least 5 years of Federal civilian service which is creditable under CSRS.
3. You must, while employed in a position subject to the retirement system, have become disabled because of disease or injury, for useful and efficient service in your current position. (Useful and efficient service means fully successful performance of the critical or essential elements of the position--or the ability to perform at that level--and satisfactory conduct and attendance.)

4. Your agency must certify that it is unable to accommodate to your disabling medical condition in your present position or in a vacant position in the same agency at the same grade or pay level, within the same commuting area, for which you are qualified for reassignment. (An employee of the Postal Service is considered not qualified for reassignment if the reassignment is to a position in a different craft or is inconsistent with the terms of a collective bargaining agreement covering the employee.)
5. You, or your guardian or other interested person, must apply before your separation from service or within one year thereafter. The application must be received by OPM within one year of the date of your separation. This time limit can only be waived in certain instances involving incompetency. (Note: For more information, see "Special Instructions for Employees Who Have Been Separated from Federal Service for More Than 31 Days" on page 1.)

Note #1: If you are a National Guard Technician being separated from your position because of a disability that disqualifies you from membership in the National Guard or from holding the military grade required for your employment, special provisions may apply to you. Contact your employing agency for the necessary information.

Note #2: If you retire on a non-disability retirement and you elect an alternative annuity and lump sum payment of your retirement contributions, you **CANNOT** later change to a disability retirement.

Documentation Requirements

To determine whether the application is allowable under current law and regulation, OPM examines each disability claim with particular attention to the items shown below. The disability retirement application must contain documentation that specifically demonstrates:

1. A deficiency in service with respect to performance, conduct or attendance, or, in the absence of any actual service deficiency, a showing that the medical condition is incompatible with either useful service or retention in the position.
2. A medical condition, which is defined as a disease or injury.
3. A relationship between the service deficiency and the medical condition such that the medical condition has caused the service deficiency.
4. The duration of the medical condition, both past and expected, and a showing that the condition, in all probability, will continue to be disabling for at least one year.
5. The applicant's inability to perform useful and efficient service arose while the employee was serving under the Civil Service Retirement System.
6. The inability of the employing agency to make reasonable accommodation to the medical condition.
7. The absence of another available position, within the employing agency and commuting area, at the same grade or pay level and tenure, to which the employee is qualified for reassignment.

Note: You have the burden of proving that you meet the disability eligibility requirements; therefore, OPM will not pay for any medical examination or procedure needed to provide the necessary documentation.

How Disability Retirement Applications Are Processed

If you are still employed, your employing agency will assemble this SF 2824, including Schedules A, B, C, D, and E, together with your Application for Immediate Retirement (SF 2801) and associated forms, your preliminary Individual Retirement Record (SF 2806), and all available disability documentation, and send this to OPM. The disability documentation will include that which you obtain for the purpose of applying for disability retirement and all documentation on file with your agency concerning your medical condition and its relationship to service deficiencies, attempts or requests to reassign or accommodate because of your medical condition, etc. The time required for assembly and submission of the application and documentation varies from agency to agency. If you are separated from the Federal service, you (or your guardian or other interested party) are responsible for seeing that your application is filed within the time limit--see "Special Instructions for Employees Who Have Been Separated from Federal Service for More Than 31 Days" on page 1.

Shortly after receiving your application, OPM will send you an acknowledgment and a claim number (beginning with the letters "CSA"). Note: Receipt of an acknowledgment and a CSA claim number does **NOT** mean your disability application has been approved. Any inquiries before you receive this acknowledgment and claim number must be addressed to your employing agency. Any inquiries to OPM **MUST** refer to your claim number.

The Disability and Special Entitlements Division, OPM, will examine your application and supporting documentation to determine whether a finding of disability is warranted on the basis of the documentation submitted. You or your employing agency may be contacted if additional information is needed and both you and your agency will be notified of the allowance or disallowance of your application. In the case of disallowance, you will also be given information about requesting reconsideration.

You or your agency should notify OPM of any change in your status. If, while OPM is processing your claim you decide to withdraw your application, you must notify us in writing of the withdrawal request. Such a request can be accepted if it is received by OPM before your application is approved **OR** before you have been separated from your agency. Also, if you file a non-disability retirement application with OPM at any time before separation from your agency, OPM will stop processing your disability claim and will contact you to clarify your intent.

If your application is approved, your employing agency will be requested to take action to separate you from their rolls and send OPM your final retirement records. The actual date of separation is a matter to be decided between you and your agency.

Interim payments can be authorized **ONLY** after the disability application has been allowed and your agency has notified OPM of the date your pay stopped. Interim payments are intended to help you financially until OPM can compute the actual amount of your annuity.

Final adjudication of your case can be completed only after your final retirement records and all supporting documentation have been received by OPM.

Disability Annuity Computation

A disability retiree is entitled to an "earned" annuity computed under the general formula (described under "How Annuities Are Computed," in SF 2801, Application for Immediate Retirement). However, the law guarantees a minimum annuity to employees who

retire because of disability. If the "earned" annuity is less than the guaranteed minimum, the minimum becomes the basic annuity except as explained under "Exception" below.

The guaranteed minimum, which is not a fixed amount, but varies from one employee to another, depending on age, service, and average salary, is the **LESSER** of the following:

1. 40% of the employee's "high-3" average pay, or
2. The amount obtained under the general formula after increasing the actual creditable service by the time remaining from the commencing date of annuity to the date of the employee's 60th birthday.

A redeposit must be paid if service for which retirement deductions were refunded is to be used in the computation of the annuity. A deposit must be paid for service performed on or after October 1, 1982, during which retirement deductions were not withheld from pay, if the service is to be used in the computation of the annuity. A deposit for service before October 1, 1982, during which retirement deductions were not withheld from pay is not required in order for the service to be used in the computation of the annuity. However, the basic "earned" annuity, or the guaranteed minimum annuity computed under 2 above, is reduced by 10% of the amount of unpaid deposit for service before October 1, 1982.

If the general formula will produce a larger basic annuity than the guaranteed minimum, the general formula applies. Because of the percentage and age limitations on the guaranteed minimum annuity (i.e., 40% of the average pay and service projected to age 60), the guaranteed minimum does not apply if the retiree is age 60 or over or has enough service to produce a basic annuity of 40% or more of average pay (generally 21 years and 11 months of service or more).

Exception: An employee with disability annuity commencing on or after December 5, 1980, is not eligible for the guaranteed minimum annuity computation if he/she is receiving military retired or retainer pay or VA old-law or Section 306 pension of compensation in lieu of military retired or retainer pay, unless 1) retired or retainer pay is awarded for a service-connected disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in line of duty during a period of war as defined by Section 301 of title 38, or under Chapter 67, title 10 USC (reserve retired pay), or 2) VA pension or compensation is not in lieu of military retired pay. VA pension or compensation is considered "in lieu of military retired pay" if the military retiree has had to (or would have had to) waive all or a portion of military retired pay under 38 USC 3105, in order to receive the VA benefit (old-law or Section 306 pension or compensation). However, if the sum of an individual's earned annuity and his/her military retired or retainer pay and/or VA old-law or Section 306 pension or compensation does not at least equal the annuity computed under the guaranteed minimum disability provision, the amount of civil service disability annuity will be increased by an amount which will make the total benefit equal to the guaranteed minimum for that particular case.

Duration of Annuity

Disability annuity begins on the first day after pay status as an employee terminates and disability and service requirements have been met. Annuity is not payable for any period of time for which compensation (other than a scheduled award) is payable by the Office of Workers' Compensation Programs, U.S. Department of Labor. Under current law and regulations, disability annuity continues until the annuitant is found recovered or restored to earning capacity, is reemployed in the Federal service, or dies.

Medical Recovery

If you are a disability retiree under age 60, OPM may require periodic reevaluations of your medical condition to determine if you have recovered from your disability. (Any disability retiree under age 60 may have his or her eligibility for continued annuity payments reviewed at any time it is considered necessary by OPM.) You pay the cost of providing any medical information OPM needs to review your medical condition. If OPM finds you recovered, your disability annuity payments will stop one year from the date of the medical examination showing your recovery or on the date you are reemployed in the Federal service, whichever occurs first. After you turn age 60, OPM will review your medical condition only at your request.

Restoration of Earning Capacity

If you are a disability retiree under age 60, there is a limit on the amount you can earn from wages and self-employment and still be entitled to your annuity. Each year, OPM will send you a questionnaire to complete and return in order to determine your earnings for the previous calendar year. If your earnings in any calendar year equal at least 80 percent of the current salary rate of the position from which you retired, your earning capacity will be considered restored. Even if there is no change in your medical condition, your disability annuity payments will stop six months from the end of the calendar year in which your earning capacity is restored or on the date you are reemployed in the Federal service, whichever occurs first. After you turn age 60, there is no restriction on the amount of wages or earnings from self-employment you may receive.

Reemployment in the Federal Service After You Retire

If you retire on disability, you may be reemployed in any position for which you are qualified. OPM does not need to make a recovery determination prior to your reemployment. Also, the law does not require that your former employing agency or any other Federal agency automatically offer you a position if OPM finds that you are medically recovered or restored to earning capacity. However, if either of these events occurs, you may be eligible for priority referral under the Displaced Employee Program. Priority referral simply means that all Federal agencies will consider you for placement if they have vacancies for which you may be qualified.

To determine if you qualify for priority referral in the event your disability annuity terminates, you would need to contact your former employing agency, if it still exists, or the nearest OPM Area Office listed under U.S. Government in your telephone book. You may apply at any time after you receive a notice of recovery or restoration to earning capacity from OPM, but no later than 90 days after your annuity has terminated.

If you are reemployed in the Federal Government, your reemployment will affect your receipt of annuity or amount of salary. If you are under age 60 when you are reemployed, the following applies:

1. If you are reemployed in a non-permanent position or a position with a lower salary than the current salary of the position from which you retired, your annuity payments will continue and your agency will reduce your salary by the amount of your annuity. You will be subject to the 80 percent earnings limitation as explained above under "Restoration of Earning Capacity." The full amount of your salary (gross salary), not the reduced amount you receive, must be reported on the questionnaire and will serve as a basis for determining if you have exceeded the 80 percent earnings limitation.

2. If you were not previously found recovered or restored to earning capacity and you are reemployed in a permanent position with a salary equal to or greater than the current amount of the position from which you retired, you will be found recovered on the basis of employability. Your annuity will stop when this finding is made and OPM will notify your agency to stop reducing your salary by the amount of your annuity. If your job is covered by Federal retirement law, your agency will then begin withholding retirement deductions from your salary.
3. If you were previously found recovered or restored to earning capacity and your annuity is being paid temporarily after the finding was made, your annuity payments will stop on the date you are reemployed in the Federal service, regardless of the type of your appointment.

If you are over age 60 when you are Federally reemployed, your annuity payments will continue and your salary will be reduced by the amount of your annuity. In this situation, if you are reemployed in a permanent position with a salary equal to or greater than the current salary of the position from which you retired, you will **NOT** be found recovered on the basis of employability unless you specifically request to be found recovered. Your annuity will stop if this finding is made.

Note: You must always tell the agency where you are seeking reemployment that you are a civil service retiree so that proper action can be taken by the agency and OPM in the event you are reemployed. If you become reemployed in the Federal service, you should notify OPM, Employee Service and Records Center, Boyers, PA 16017. If possible, provide a copy of the personnel document showing your appointment or provide the full name and address of your employing agency. Be sure to give your retirement claim number (CSA number).

Future Annuity Rights

If your disability annuity is stopped because you have recovered from your disability or you are restored to earning capacity and you are not reemployed in the Federal service, you may qualify for an annuity as follows:

1. A discontinued-service annuity that begins when your disability annuity stops, if you are then at least age 50 and had 20 or more years of service when you retired for disability, or
2. A discontinued-service annuity that begins when your disability annuity stops, if you had 25 or more years of service when you retired for disability, regardless of your age, or
3. A deferred annuity that begins when you reach age 62, if you do not qualify for either of the discontinued-service annuities mentioned above.

If you are reemployed in a position under a Federal retirement system, your future annuity rights will generally be determined under the law in effect when the reemployment ends.

Reinstatement of Disability Annuity

Your disability annuity **CANNOT** be reinstated if (1) you are age 62 or over, or (2) you are reemployed in the Federal service in a position subject to the retirement law for at least one year during the two-year period preceding the date of separation, or (3) you are reemployed in the Federal service and elect to transfer to the Federal Employees Retirement System (FERS). If these exceptions do not apply in your case, the disability annuity may be reinstated under the following conditions:

1. If your annuity stopped because you were found recovered from your disability on the basis of medical evidence (not

employability), it may be reinstated if (a) you submit current medical evidence showing the same medical condition for which you originally retired has recurred and has worsened since the finding of recovery and (b) you are not restored to earning capacity. In this event, the reinstatement is effective as of the date of a current medical examination showing that your disability has recurred.

2. If your annuity stopped because you were found restored to earning capacity, it may be reinstated if (a) you earn less than 80 percent of the current pay of the position from which you retired during a calendar year and (b) you submit current medical evidence which demonstrates that you are still disabled due to the same medical condition for which you originally retired. If these requirements are met, the reinstatement is effective the first of the year following any calendar year in which your earning capacity falls below 80 percent of the current pay of the position from which you retired.
3. If your annuity stopped because you were found recovered on the basis of your Federal employment, you may apply for reinstatement of your disability annuity if (a) you are separated from your position within one year from the date of reemployment because of inability to perform due to the same medical condition that caused your disability retirement and (b) you are not restored to earning capacity. A request for reinstatement must be supported by medical evidence. If you separate from the Federal service more than one year after the date of reemployment, you have the same retirement rights as any other Federal employee with the same age, length of service, and kind of separation. That is, you may qualify for annuity benefits only if you apply for retirement and you are otherwise eligible for an annuity.

You are **NOT** entitled to have your reinstated disability annuity increased by any cost-of-living adjustments that were effective during the period the annuity was terminated. In addition, if you were granted a discontinued-service retirement in the meantime, you may elect to retain it instead of the disability annuity; you cannot receive both.

If your disability annuity is reinstated, you can reenroll for any prior health benefits or life insurance coverage. To be eligible to reenroll for health benefits coverage, you must have been covered by a health benefits plan immediately before your annuity terminated. You may enroll in any health benefits plan for which you are eligible; you are not restricted to the plan you had when your annuity stopped. To be eligible to reenroll for life insurance coverage, you must have been enrolled immediately before your annuity terminated. Only coverage of the type and up to the amount in effect at the time your annuity stopped can be reinstated. You cannot elect life insurance coverage greater than the coverage previously in effect. Information concerning your eligibility to reenroll would be sent to you at the time your disability annuity is reinstated.

Coordination of Benefits from OWCP, U.S. Department of Labor

The approval of a claim for benefits by the Office of Workers' Compensation Programs (OWCP), U.S. Department of Labor for a work-related injury or illness does **NOT** automatically entitle an employee to CSRS disability retirement. A claim for disability retirement must also be filed with the Civil Service Retirement System, Office of Personnel Management and supported with required documentation. If you are eligible for disability retirement and elect to provide survivor benefit protection, you will protect the rights of your eligible survivors to receive survivor annuity benefits after your death. In addition, this will protect your own annuity rights

in the event you lose entitlement to benefits from OWCP. Your application for disability retirement must be received by OPM within one year from the date of your separation by your agency in order to be timely filed.

In general, you may **NOT** receive annuity payments from OPM and OWCP payments for the same period of time. (See information below on when you may receive both payments.) This is because the law prohibits the dual compensation that would exist if you receive both a civil service annuity and OWCP payments for total or partial disability under the Federal Employees' Compensation Act. However, if you are eligible for a civil service annuity and OWCP payments for total or partial disability, you may elect which of the two benefits you want to receive. Any overpayment of OWCP benefits or annuity you receive is subject to collection by the Office of Personnel Management or the Office of Workers' Compensation Programs.

If you do not apply for retirement or your annuity payments are suspended while you are in receipt of OWCP payments, you may be eligible to receive a refund of your retirement contributions if any remain to your credit in the Retirement Fund. However, if you receive a refund, your right to an annuity and the rights of your survivors to CSRS benefits are forfeited. If you receive the refund, you would **NOT** be eligible to receive civil service annuity benefits if your OWCP benefit is terminated or reduced. In addition, if your OWCP benefit is terminated, your Federal Employees' Group Life Insurance coverage, if any, would also end without the right to convert to an individual policy.

You may receive concurrent payment of annuity and OWCP benefits for the same period of time **ONLY** if:

1. You are receiving a "scheduled award" from OWCP. A "scheduled award" is usually paid when there is a disability resulting from the loss, or loss of use, of a function or member of the body (such as a hearing loss or the loss of an arm). If your OWCP award is based on total or partial disability (that is, a non-scheduled award), you may not receive an annuity during the same period that you are in receipt of OWCP benefits, or
2. You are receiving OWCP benefits due to the death of another person and you are eligible for annuity on the basis of your own Federal service, or
3. Your OWCP payments are suspended because you are receiving a financial settlement from the party directly responsible for the injury (a "third party settlement"). In this instance, your annuity may be paid during the period that your OWCP benefits are suspended.

Please include, as part of your SF 2824 submission, all medical evidence submitted to OWCP in connection with your OWCP claim and any OWCP evaluation of your claim.

Important: If, after you retire, you are receiving civil service annuity payments and a scheduled award, you must immediately notify OPM if your scheduled award is changed to a non-scheduled OWCP benefit. Otherwise, you will incur an indebtedness to the U.S. Government which will be subject to collection from your benefits.

Instructions

If you are still employed, all applicable forms (see list under **Introduction**) should be completed as instructed below and on the forms, and returned to your employing agency, along with any additional documentation you wish to have considered. Your employing agency will add documentation already on file and review all of the available information to determine whether any

reasonable accommodation can be made, including reassignment, to permit you to continue working. If your agency determines that this is not possible, it will make certification of that determination, assemble all relevant forms and documents, and submit the entire package to OPM. **DO NOT SEND ANYTHING DIRECTLY TO THE OPM UNLESS SPECIFICALLY INSTRUCTED TO DO SO.**

NOTE: If you have been separated from Federal Service for more than 31 days, see "Special Instructions for Employees Who Have Been Separated from Federal Service for More than 31 days" on page 1.

Standard Form 2824A - Applicant's Statement of Disability

Complete the form according to the instructions below and give it to your supervisor. The form authorizes your supervisor to provide information about your performance, conduct, and attendance. If you need more space in any item, attach a separate sheet and indicate that an attachment is provided. Failure to complete any item will delay processing of your application at OPM.

- Item 1: Print or type your name clearly.
- Item 2: Give your date of birth, showing the month, then the day, then the year. CSRS records are filed by name and date of birth.
- Item 3: Enter your social security number. It is required for identification purposes.
- Item 4: Describe how you are deficient in your job with respect to performance, attendance, or conduct.
- Item 5: Describe your medical condition(s) (i.e., disease or injury) and explain how it interferes with performance of your duties, attendance, or conduct. List the critical or essential elements of your position and explain why you cannot perform some or all of them. This information will help OPM to determine if the documentation you have submitted is sufficient.
- Item 6: Describe any other restrictions on your activities imposed by your medical condition(s) (i.e., disease or injury) which you believe should be considered in determining your ability to perform in other positions in your agency for which you may otherwise be qualified. This will be used in determining whether or not you could perform useful and efficient service if reassigned to another position.
- Item 7: Identify any efforts which have been made by your agency to change your work area or your job to make it possible for you to perform useful and efficient service in your position or another position.
- Item 8: Give the approximate date when you became disabled for your position (i.e., the approximate date when either your performance ceased being useful and efficient or your attendance or conduct became unacceptable because of the medical condition(s) described in Item 5).
- Item 9: If you have been hospitalized for the medical condition(s) described in Item 5, check the "yes" box. If you have not been hospitalized for this medical condition(s), check the "no" box.
- Item 10: List the physician(s) from whom you are requesting, or have requested, a Physician's Statement (SF 2824C). This helps to assure that OPM has received all the documentation which you plan to obtain.
- Item 11: After reviewing the form, your answers, and the warning and certification statements, sign (do not print) your full name in the signature block, enter the date on which you are signing the form, and give the telephone number at

which you can be reached during office hours. Furnishing your telephone number will make it possible for us to contact you quickly if additional information or clarification is needed.

Standard Form 2824B - Supervisor's Statement

Give this form to your supervisor, with your Applicant's Statement of Disability. Your supervisor will complete the form to furnish and certify information concerning your performance, attendance, and conduct and any attempts made by the supervisor to accommodate you.

This information will be used to determine whether or not your service is, or could be, useful and efficient. Any deficiencies in service will be considered in conjunction with medical documentation submitted, in order to determine whether or not the service deficiencies were, or could have been, caused by the medical condition(s) documented and whether or not reasonable accommodation could make it possible for your service to become useful and efficient.

Your supervisor must give you a copy of the completed form. If you disagree with any statement made by your supervisor on the form, this should be reconciled with your supervisor and/or your employing agency.

Instructions for use by your supervisor are on the back of the form. Your supervisor's failure to complete this form properly will delay the processing of your application at OPM.

Standard Form 2824C - Physician's Statement

Complete medical information regarding your condition must be provided so that your application can be processed promptly. You should read the following information carefully to be sure the documentation meets all requirements.

Complete Section A, Identifying Information and Consent, as instructed below, then give the form and a copy of your position description to the physician from whom you are requesting medical documentation. Two copies of the form have been included in this package so that you can obtain medical documentation from more than one physician, if needed.

Section A: Identifying Information and Consent

- Item 1: Type or print your full name clearly.
- Item 2: Give your date of birth, month first, then day, then year.
- Item 3: Enter your social security number.
- Item 4: Enter the exact name and address of your employing agency (including ZIP Code.) This is the address to which your physician sends his statement concerning your medical condition. Ask your agency for the address to which the physician's statement should be sent if you are uncertain.
- Item 5: After reviewing the form completely, particularly the Privacy Act and Public Burden Statement, and Section B, Medical Documentation, so that you understand what you are requesting and authorizing, sign (do not print) your full name and enter the date on which you are signing the form.

Section B: Medical Documentation

This section provides the physician with both general and specific information about the medical documentation which is needed by OPM in order to make a disability retirement decision. The physician you select is to provide, at no expense to OPM, documentation which meets the requirements stated, on his or her letterhead stationery. Each page should show the identifying information in section A, Items 1, 2 and 3. This documentation must be signed by the physician, and should include the physician's address and telephone number so that the physician may be contacted by your employing agency or by OPM if additional information is needed for a reassignment, accommodation, or disability retirement decision.

The physician's failure to provide complete documentation will delay the processing of your disability retirement application.

Standard Form 2824D - Agency Certification of Reassignment and Accommodation Efforts

This form is to be completed by your employing agency's Coordinator for Employment of the Handicapped or other authorized agency official. Your agency must give you a copy of the completed form. The purpose of this form is to insure that all reasonable efforts are made to accommodate to your medical condition or reassign you before you resort to applying for disability retirement and to obtain agency certification concerning its efforts in this direction. Your agency's obligation to reassign you, if possible, does not cease when this certification is made.

Instructions for use by your agency are on the back of the form. Your agency's failure to complete this form properly will delay the processing of your application at OPM.

Standard Form 2824E - Disability Retirement Application Checklist

This form is to be completed by your employing agency. The purpose of the form is to assure that all documentation necessary for OPM to make a disability retirement determination is included in the package submitted to OPM.